

JOB DESCRIPTION
MURFREESBORO PARKS AND RECREATION DEPARTMENT
GROUNDSKEEPER

1. JOB TITLE: GROUNDKEEPER

2. DEFINITION: The full-time Groundskeeper performs unskilled to semi-skilled work in a variety of fields in the maintenance and upkeep of the public parks, grounds, buildings, athletic fields and related facilities. Duties also include the unaided operation of vehicles and equipment in a variety of maintenance, construction and/or utility tasks. The employee cuts grass, maintains ball fields, loads and unloads dirt, gravel, trash and other debris including the collection and disposal of refuse at the park areas. Duties also include field maintenance, general utility maintenance and park maintenance. The employee is under the direction of the Crew Leader and the Facility Superintendent or the assigned supervisor. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, and as having a reasonably foreseeable occupational exposure to bloodborne pathogens. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post-accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT / JOB LOCATION:

- a. The employee operates a motor vehicle and/or pickup truck, light duty vehicles, tractors, riding and push mowers, weed eaters, chain saws, rakes, shovels, blowers, sprayers, hand saws, and other small hand tools.
- b. Work is characterized by the necessity for considerable physical exertion throughout the workday with close daily contact with unpleasant materials and for working outdoors under occasionally adverse weather conditions. Work involves heavy lifting and exposure to fumes, chemicals and other noxious odors, machinery with moving parts and noise. Work is performed indoors and outdoors and some tasks may be performed regardless of weather conditions. The employee will be exposed to loud noises, dirt, dust, tobacco smoke and foul odors. All City facilities and vehicles are tobacco-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Work is performed while standing, walking, bending, and climbing ladders.
- b. Cleans, maintains and services equipment, park equipment, and vehicles.
- c. Cuts grass with power equipment, commercial riding mowers or hand tools.
- d. Loads and unloads dirt, gravel and other debris.

- e. Performs heavy manual labor for extended periods under some unfavorable climatic conditions, lifting, carrying, pushing or pulling objects weighing up to one hundred (100) pounds.
- f. Picks up trash in the parks areas and disposes of it properly.
- g. Cleans and restocks restrooms on a daily basis.
- h. Cleans picnic pavilions and prepares them for reservations.
- i. Performs athletic field preparation and maintenance requiring crouching, bending and stooping.
- j. Performs general mechanical, electrical, plumbing and light welding repairs.
- k. Maintains, constructs and repairs playground equipment.
- l. Maintains tennis courts.
- m. Sprays chemicals in parks.
- n. Performs general maintenance repairs including painting of equipment and buildings both indoors and outdoors.
- o. Safely operates a motor vehicle and pickup truck for the purpose of maintaining and providing upkeep to the public parks.
- p. Moves and sets up for park functions requiring moving tables, bleachers and chairs for concerts and special events.
- q. Cuts down and removes limbs, branches and trees that have been damaged by adverse weather conditions.
- r. Assists with the general maintenance of all City parks and facilities.
- s. Landscapes park areas.
- t. Must be able to perform job duties as described on *Essential Functions Addendum*.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least twenty-one (21) years of age.
- b. Must have legal authorization to work in the United States of America.
- c. Must submit to and pass a pre-employment drug and alcohol screen.
- d. Must possess education equivalent to graduation from an accredited high school.
- e. Must possess a driver's license valid in the State of Tennessee and the ability to safely operate a motor vehicle.
- f. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.

- g. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- h. Knowledge of and the ability to operate recreational maintenance equipment such as tractors, riding mowers, trailers, motorized vehicles and other equipment.
- i. Knowledge of and the ability to use common hand tools such as hammers, screwdrivers, pliers, small power tools, etc.
- j. Some knowledge and/or the ability to learn about occupational hazards and safety precautions.
- k. Ability to maintain and perform repair work on equipment, building and grounds operated by the Parks and Recreation Department.
- l. Ability to perform mechanical repairs to all mowing, ground and park equipment, as well as to perform needed repairs on parks vehicles.
- m. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to one hundred (100) pounds and to repeatedly lift, move and carry objects weighing more than one hundred (100) pounds with assistance.
- n. Must have the ability to work with unpleasant waste.
- o. Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- p. Knowledge of practices used in the operation of equipment and the ability to carry them out.
- q. Knowledge of and the ability to use materials and equipment used to work on and prepare ball fields.
- r. Ability to establish and maintain effective, harmonious, cooperative and productive working relationships with other employees and the public.
- s. Ability to appear on time for work and notify the appropriate individual in advance if unable to work.
- t. Ability to perform occasional overtime, with some weekend and holiday work required.
- u. Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner.
- v. Ability to perform the duties of the job for an entire workday.
- w. Ability to concentrate and accomplish tasks despite interruptions.
- x. Ability to perform a variety of tasks simultaneously or in rapid succession.
- y. Must be able to pass physical abilities test/post-offer screen for employment.

Non-Exempt

Safety Sensitive

September 12, 2008

ESSENTIAL FUNCTIONS ADDENDUM
PARKS AND RECREATION DEPARTMENT
GROUNDSKEEPER/SEASONAL GROUNDSKEEPER

Employees in this area work five (5) days a week, 7.5 hours a day with a one-hour lunch break. Groundskeepers are full time and seasonal groundskeepers are part time and assist the full-time groundskeeper. A groundskeeper is an unskilled to semi-skilled position requiring heavy manual labor in the maintenance and upkeep of the public parks, grounds, buildings, athletic fields and related facilities. The employee cuts grass, maintains ball fields, loads and unloads dirt, gravel, trash and other debris including the collection and disposal of refuse at the park areas. Duties also include the unaided operation of vehicles and equipment in a variety of maintenance, construction and/or utility tasks. Work is performed indoors and outdoors and some tasks may be performed regardless of weather conditions. Work is characterized by the necessity for considerable physical exertion, and by working under varying weather conditions while exposed to dampness, fumes, odors, dust, dirt, rain, sleet, snow, heat, chemicals, and foul odors. This position also requires, but is not limited to, the use of light duty vehicles, tractors, riding mowers, push mowers, weed eaters, chain saws, rakes, shovels, blowers, sprayers, hand saws, machinery with small tools, and other small hand tools.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X	
20-50#			X	
50-75#			X	
75-100#		X		
>100#	X			

<u>Push/Pull</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<50#			X	
50-100#		X		
100-150#	X			
>150#	X			

Depending on the job duties assigned for the day, the employees may be performing lifting and pulling on a more frequent basis. However, job duties may change throughout the week depending on the needs of the Parks and Recreation Department.

Bending/Squatting/Twisting – Required constantly when emptying trash, shoveling different materials, and performing maintenance or repair duties. Required occasionally to frequently when using saws, weed eaters, blowers, mowers, drills, etc.

Pushing/Pulling – Required constantly while working on jobs for landscaping (i.e. weeding, maneuvering a mulching fork, and pushing mowers). Required occasionally for other jobs while moving heavy equipment.

Lifting/Carrying – Is required constantly in lifting hand tools, carrying a weed eater, shoveling of materials, using a chain saw, lifting trash bags out of trash cans, and picking up debris. Also required occasionally lifting generators, bags of chemicals, pressure sprayers, grills, bleachers, paint, limbs, etc.

The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all four (4) components:

<u>Item</u>	<u>Weight</u>
Picnic tables	220#
	232#
	238#
Generator	105#
32-gallon trash bags	48#
	56#
	45#
Limb/branch	64#
Bags of fertilizer	50#
Bags of concrete	50#
	80#
Bags of chalk	50#
Screen on back of tractor	45#
Back blower	30#
Backpack sprayer	50#
5-gallon gas can	48#
Tire	42#

Box of trash bags	32#
Melt away	90#
Empty 55-gallon trash can	48#
Pressure sprayer	123#
5-gallon floor finish	50#
Grill	40#
Propane tank	50#
Pool table	300#
Park bench	130#
5-gallon paint bucket	55#
Trash receptacles	108#
Floor track	99#
Oxygen and acetylene tank on dolly	263#

Employees are able to get help with lifting heavy objects, but must be able to lift up to one hundred pounds (100#).

Standing/Walking – Can be required constantly throughout the day depending on the job.

Sitting – Can be required constantly throughout the day depending on the job.

Reaching – Is required constantly using landscaping equipment, painting, shoveling, using a mulch fork, and in the repair, maintenance and upkeep of certain park equipment.

Manual Dexterity/Gripping – Performed constantly.

Fine Motor Control – Can be performed constantly when using small hand tools.

Climbing ladders – Required occasionally with painting, and the construction, repair, and maintenance of park equipment.

Overhead activity – Required frequently when painting.

Driving – Can be performed constantly depending on the job for the day. Includes driving a truck, automobile, commercial riding mowers and tractors.

Tools handled:

Wrenches
Screw drivers
Drills
Weed eaters
Mowers
Tractors
Rotary mowers
Backpack sprayers

Backpack blowers
Shovels
Mulch fork
Ball field liner
Paint sprayer
Generators
Sockets
Hammer drills
All types of skill saws
Hammers

Work Conditions

Exposed to:

Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery surfaces
Rain
Snow
Dust/Dirt
Fumes

Need physical ability for:

Squatting
Bending/Crouching
Stooping
Hand gripping
Fine motor control
Twisting
Hand/Eye coordination
Pushing/Pulling
Lifting/Carrying
Reaching
Overhead activity
Climbing
Driving
Foot control

Addendum
September 8, 2004